

**DSN Commission Policy Committee
Procedure for Review of Policies, Directives and Standards
Commission Approved February 17, 2022**

This document sets forth the procedure to be used by the Policy Committee of the South Carolina Commission on Disabilities and Special Needs (DSN Commission) for the review and approval of approximately 180 DSN Commission Policies, Departmental Directives and Standards governing services funded by the agency.

I. SCOPE:

Approved Commission Policies, Departmental Directives and Standards shall, at a minimum, be reviewed every four (4) years to ensure the content remains current and applicable. Human Resource Directives are exempt from this requirement except those directives identified by the Policy Committee Chairman as necessary for Commission review. All policies, directives and standards are available on the DDSN website. The website, at all times, provides an avenue for public comment on the policies, directives and standards. Public comments regarding policies, directives and standards under external review will only be accepted in written form and during the defined public comment period. It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

II. PROCEDURE FOR REVIEW OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

- A. In accordance with Department Directive 100-01-DD: Electronic Communications System, when a policy, directive or standard is under external review, it will be posted on the website in a section entitled "External Review/Public Comment on Directives and Standards." A list of Department Directives and Standards due for external review during the fiscal year will be considered by the Policy Committee semi-annually (on or around July 1 and January 1) and adjusted as determined by the Committee. These directives and standards will then be placed on the website (External Review/Public Comment on Directives and Standards) to include a description as to the applicable groups (e.g., provider types).
- B. All Commission Policies will remain within the Policy Committee for review and updating. When the Policy Committee review is completed, a version including all recommended changes will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "Current DDSN Directives" section.
- C. In coordination with the Policy Committee Chairperson, the Commission, DSN Committees or staff may request review and re-prioritization of a policy, directive or standard. Upon a vote of the full Commission, a policy, directive or standard may also be

directed to another DSN Commission Committee. For each Directive or Standard the Committee will decide if they will:

- Undertake a review;
- Direct to other committees for review; or
- Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.

III. REVIEW AND APPROVAL OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

A. Committee Undertakes a Review of a Directive or Standards:

The directive/standard is reviewed by staff who will make recommendations regarding the document. A draft version, including staff recommendations, will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

After the 10 business day public review period, staff will consider each comment; make additional changes as needed to the Directive or Standards; and present the Directive or Standards to the Policy Committee. The committee members may request additional changes and will determine which changes will be accepted based on the comments as well as staff recommendations.

When a consensus is reached by the Policy Committee, a version representing this consensus will be created for presentation to the DSN Commission for approval. Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

B. Committee Directs to Another Committee for Review of Directive or Standards:

When the Policy Committee directs a Directive or Standards to another DSN Commission Committee for review, the procedures outlined in the section entitled, "Committee Undertakes a Review" (III. A) of this document will be followed by the directed Committee including reaching consensus and presenting to the DSN Commission for approval.

Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

C. Committee Delegates Review of a Directive or Standards to Staff:

When the Committee delegates to staff for revision, public comment and approval, staff will make recommendations regarding the document. A draft version including staff recommendations will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the 10-business day public review period, staff will consider each comment and make additional changes to the Directive or Standards. When comments have been considered and changes made, the document will be presented to the full Commission for final approval.

D. Obsolete Policies/Directives/Standards:

When the Committee determines directives shall be declared Obsolete, a master list will be maintained and the Chairman and Vice-Chairman will sign after voting by the full Commission.

E. Meeting Summary Notes:

The Committee will review and adopt the summary of the previous meeting notes at its next scheduled meeting. It should be noted, these are not considered minutes, as minutes are not required by a sub-committee. Accordingly, they are only a summary of the meeting.

IV. NEW DEPARTMENTAL DIRECTIVES OR SERVICE STANDARDS:

When a new Departmental Directive or Service Standard is created, the staff will advise the Policy Committee of the need for the document, seek approval to post as a draft for public comment, and ask for a decision regarding whether the Committee will:

- Undertake a review;
- Direct to another committee for review; or
- Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.

Based on the decision by the Policy Committee, the document will follow the procedure outlined above for Directives or Standards being reviewed.

V. CHANGES TO OTHER DOCUMENTS HAVING THE EFFECT OF POLICY:

When substantive changes to other documents having the effect of policy (e.g., HCBS Waiver amendments, HCBS Waiver Manual) are needed, a summary of the needed changes will be presented to the Policy Committee for advisement. As a result of the advisement, the Committee will specify the additional actions, if any, to be taken.